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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

RESOLUTION

The 25th January, 2019

Subject: - Promotion of Group-D employees in Government establishments.

The provisions for promotion of Group-D employees of the State to different Group-C posts have been laid down in erstwhile General Administration Department Resolution No. 2196, dated the 29th January, 1997 and Resolution No. 15404, dated the 3rd August, 2010.

In the mean time, the restructuring of Group-D Cadre and its promotional posts have been made by the Government in Finance Department Resolution No. 36796/F., dated the 26th November, 2018. Consequent upon such restructuring of Group-D Cadre and its promotional posts, the following principles/criteria are prescribed for consideration of promotion of Group- D employees to the next higher post/rank.

1. The base cadre of Group-D posts shall comprise of posts like Peon, Orderly Peon, Choukidar, Choukidar-*cum*-Sweeper, Night Watchman, Gardener, Process Server, Sweeper etc. born in the regular establishment in an office in Pay of Level-1 in Pay Matrix which is the lowest level of pay in Group-D posts/services. All recruitments to this base cadre posts shall be made by way of direct recruitment in the prescribed manner following due procedure i.e. by open advertisement/ notifying the vacancies with the employment exchange, compliance of reservation principles etc..
2. The Group-C posts of Daftary / Zamadar / Record Supplier / Treasury Sarkar and similar other posts in the next higher level of Pay i.e. level-3 in the Pay Matrix in an office where the nature of work does not involve any noting and drafting shall be filled up by promotion only from the eligible Group-D employees having Pay of Level-1 in Pay Matrix who have passed M.E. School Certificate Examination or any equivalent examination from any recognized institution and have completed a minimum period of 8(eight) years of continuous regular service on the principle of seniority-*cum*-fitness. There shall be no promotion to the post of Record Supplier/

Treasury Sarkar from the post of Daftary and Zamadar as they all belong to the same level of Pay Matrix.

3. The promotional posts like Junior Grade Diarist, Junior Grade Recorder, Pasting Clerk and similar other posts in the next higher level of pay i.e. Level-4 in the Pay Matrix in an office would also be filled up by way of promotion only from the eligible employees like Daftary, Zamadar, Record Supplier and Treasury Sarkar, who have completed 3(three) years of continuous regular service carrying Pay in Level-3 in the Pay Matrix on the principle of merit and suitability in all respect with due regard to seniority.
4. The promotional posts like Senior Grade Diarist, Senior Grade Recorder and other similar posts in the next higher level of Pay i.e. Level-7 in the Pay Matrix in an office would be filled up by way of promotion only from the eligible employees like Junior Grade Diarist, Junior Grade Recorder, Pasting Clerk carrying pay in Level-4 in Pay Matrix on the principle of merit and suitability in all respect with due regard to seniority.
5. The promotional post of Diary Superintendent in the next higher level of pay i.e. Level-9 in the Pay Matrix would be filled up by way of promotion only from the employees like Senior Grade Diarist, Senior Grade Recorder and other similar posts carrying pay in Level-7 in Pay Matrix on the principle of merit and suitability in all respect with due regard to seniority.
6. The General Administration & Public Grievance Department Resolution No. 2196/Gen., dated the 29.01.1997 and Resolution No.15404/Gen, dated 03.08.2010 are modified to the above extent. All other provisions of the above said Resolution will remain unchanged.
7. This will come into effect from the date of issue of this Resolution.

ORDER

Ordered that the Resolution be published in the next issue of the *Odisha Gazette* for general information and copies be forwarded to all Departments / all Heads of Departments/all Divisions/all District Headquarters for information.

By Order of the Governor

S.N. GIRISH

Special Secretary to Government